

**CITY OF NEWPORT**  
**Community Services Department**  
**Public Works Division**  
**Chief Mechanic**

This is a full time position with full benefits. Contact Ms. Terry Fornash, Human Resources Coordinator at 859.655.6349 with questions. Application deadline is Monday, March 17, 2014.

**CHARACTERISTICS OF THE JOB:** This is a highly skilled and responsible position. An individual in this position is responsible for planning, organizing, maintenance and repair of the city's and Newport Public School's fleet of vehicles, school buses, mechanical and automotive equipment. This position works under the general supervision of the Public Works Director or Foreman.

**ESSENTIAL FUNCTIONS:**

- Performs routine maintenance to include but, not limited to tire changes, oil changes, checking fluid levels and completes general servicing on the vehicles;
- Performs the mechanical overhaul and repair work on all vehicles to include, dump trucks and street sweepers, heavy equipment and other standards and special related equipment;
- Maintains the preventative maintenance, checks and repairs brakes, lights, doors, steering gear, fuel pumps carburetors, generators, starters, alternators, cooling and exhaust systems;
- Repairs and overhauls motors, transmissions, differentials and front and rear axle assemblies;
- Completes minor body repairs and painting;
- Responsible for welding and modifies equipment and fabricates parts as necessary;
- Responsible for the installation of lights, light brackets, mirrors and decals and other accessories as required;
- Appears for work and completes assigned tasks within a reasonable period of time;
- Works in a safe manner observing all safety rules and poses no significant risk to the health and safety of others.

**ADDITIONAL JOB DUTIES:**

- Performs additional duties as required.

**DESIRABLE TRAINING AND EXPERIENCE:**

- Graduate from a standard high school, or equivalency, supplemented by experience in the performance of various manual labor, repair and maintenance activities;

- Experience and knowledge of tools, equipment and procedures used in the repair and maintenance of large mechanical and automotive equipment;
- Additional technical training a plus.

#### **KNOWLEDGE, SKILLS, ABILITIES:**

- Ability to perform manual labor duties, for extended periods of time, often under adverse weather conditions;
- Ability to complete simple and routine tasks without close supervision;
- Knowledge of occupational hazards and proper safety precautions;
- Ability to establish and maintain effective working relationships with other government and agencies, city officers and employees and the general public.

#### **NECESSARY SPECIAL REQUIREMENTS:**

- Possession of a valid vehicle operator's license and the ability to obtain a commercial driver's license (CDL);
- Possession of, or the ability to obtain any license(s) deemed appropriate or necessary for the successful completion of job tasks;
- Available (on-call) 24 hours a day.
- Approved School Bus Inspections for the Commonwealth of Kentucky

#### **ESSENTIAL PHYSICAL, MENTAL AND ENVIRONMENTAL DEMANDS:**

- Ability to lift 50 pounds chest high, often, and occasionally above head, while walking, climbing, pushing, and/or pulling;
- Ability to lift 100 pounds chest high occasionally;
- Ability to operate large and small power tools;
- Ability to use hand tools;
- Must have adequate mental ability and muscular coordination to operate a motor vehicle;
- Must be able to work out of doors, including periods of inclement weather, with exposure to varying noise levels, fumes, dust and odors.

Effective: March 2014

The above is intended to describe the general content of and the requirements for the performance of this job. It is not to be construed as an exhaustive statement of duties, requirements, or responsibilities.

#### **APPLICATIONS:**

Available at the City Building, 998 Monmouth Street, 2<sup>nd</sup> Floor, Newport, KY or from our website: <http://newportky.gov/City-Government/Human-Resources.aspx> .

**Terry Fornash, Human Resources Coordinator**

**Date Posted: March 11, 2014**